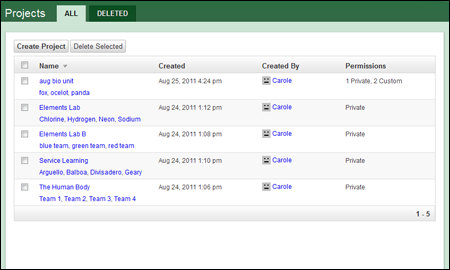
**Projects: A better way to work in classroom groups**

By [Carole](http://blog.wikispaces.com/author/carole) | Published: August 31, 2011

Several months ago, we locked our programmers away in a secret laboratory with a single, all-consuming directive: find a better way for wiki members to do independent classroom group work.

We’re calling this new feature ***Projects***. Whenever you have a particular assignment or activity, you can create a project for it, then define teams of members, each with its own unique pages, files, and permissions. Team content (that is, pages and files) are grouped together, separate from the main area of the wiki. That way, students in teams can do their group work completely independently from other teams.

As of today, projects are available on all Education-plan wikis (both K-12 and higher education), Plus- and Super-plan wikis that are categorized as Education, and all education Private Label sites. Projects have been built specifically for classroom work, so we are rolling them out to our education customers only. If you’re curious about how Projects work, check out our project  [help documentation](http://www.wikispaces.com/t/y/helpprojects/blog/) — or keep reading.

**Wiki organizers**  
[](http://blog2.wikicdn.com/wp-content/uploads/2011/08/projects-1.png)If you’re an organizer of your wiki, it’s up to you to create and manage projects. As long as you’re logged in as wiki organizer, you’ll see the **Projects** icon in your action menu. Click on it to view, manage, and create projects on your wiki.

*Creating a project*

1. Go to **Projects** in the action menu.
2. Give your project a **Name**. Like page names, project names must be unique. If you expect that you’ll be creating several similar projects, consider adding numbers to your project name. For example, the August biology unit might be *biology-08*.
3. Decide how your teams will be defined.
4. Set default team permissions for this project (you’ll be able to adjust individual team permissions later).
5. Click **Create**.

*Assigning teams*  
When you create your project, you have four choices about how to assign teams:

* Name the teams now and add members later
* Upload a spreadsheet with usernames and team names
* Randomly assign members to teams of a set size
* Use an existing project as a template

No matter how you assign teams, you can always rearrange them later. You can even rearrange team memberships while the project is active, as many times as you want:

1. Go to **Projects** in the action menu.
2. Click on the name of the project with teams you want to rearrange.
3. Drag members into the teams you want to reassign them to.

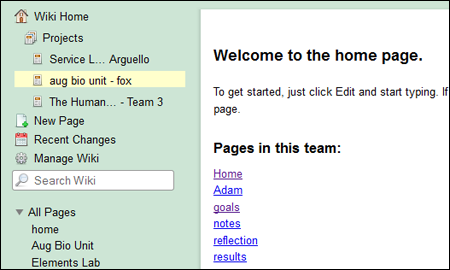
As organizer, you and any other organizers on your wiki will be considered team leaders of all teams. You will not appear on the member list for any individual team, but you will have access to all teams and team pages.

*Managing permissions*  
You have several options for team-level permission settings:

* **Public to wiki**: All wiki members can view and edit pages
* **Protected to wiki**: All wiki members can view pages, but only members of this team can edit pages
* **Private**: Only members of this team can view and edit pages
* **Custom**: Define custom permissions (on available to Super-plan wikis or wikis on Private Label sites)

You can change these permissions at any time. Just go to **Projects**, click on the project name, then click on the permissions link for the team you want to change.

Remember that custom team permissions overrule wiki permissions. For example, if your wiki is set to private, but your custom team settings include “Everyone can view pages,” even people without membership to your private wiki will have access to pages on that team. Custom team permissions do **not** overrule Private Label site settings.

**Wiki members**  
[](http://blog1.wikicdn.com/wp-content/uploads/2011/08/projects-2.png)If you’re a member of a wiki, you’ll only see the **Projects** icon if you’ve been assigned as a member of a team on an active project. Once you have been assigned to a team, you’ll see a list of the teams you belong to, and can follow those links to the home page for that team.

*Adding pages*  
When your team is brand new, there’s nothing in it but a home page. As you work, though, you’ll probably want to add more pages.

To add a new page, just click the **New Page** icon in the action menu. This will create a new page on the team (not on the main area of the wiki), so it will be protected by the same permissions as the rest of the team.

To see a list of the pages on your team, just go to **Manage team** > **Pages**.

*Adding files*  
Your team also has a special set of files, separate from the files for the main area of the wiki. If you upload a file while editing a team page, it’ll be added to the files for that team.

To see a list of the files in your team (and upload more files), just go to **Manage team** > **Files**.

We can’t wait to see what you’ll do with Projects. So be sure to send us an email at [help@wikispaces.com](mailto:help@wikispaces.com), telling us what you think.